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DDP/RMS-70/55
9 April 1970

MEMORANDUM FOR: CIA Records Management Board

SUBJECT : Quarterly Report


1. Attachments A and B illustrate the results of the Clandestine Service efforts to reduce records holdings. During the reporting period, a total of 437 feet of records was reviewed, leading to the destruction of 349 feet. As in the past, many desks are continuing to screen and destroy records in office areas rather than retiring them to the Records Center. It is our intention to continue to emphasize the advantages of a well-run records retirement program which preserves only paper of real value.

2. The pilot microfiche program for the field is in its final planning stages and it is expected that filming will begin in May or June. Guidance has been sent to the Field and briefings have been given the technician who will supervise the filming during his PCS assignment in the field. Planning for the Headquarters microfiche pilot is continuing, and it is hoped that the filming of official 201 files will begin in June. Eventually both programs will contribute to the reduction of CS hard copy holdings in the field as well as at Headquarters. We are very much concerned, however, that personnel cuts will severely hinder the microfilm program.

3. The 1969 field records inventory, which was recently completed, surfaced a number of records problems at several field installations. Follow-up guidance to installations with excessive records holdings has been formulated in meetings with interested Headquarters offices and sent to the field. Installations with emergency destruction problems have also received appropriate instructions. Recent unstable conditions in several countries around the world demonstrate the need for realistic emergency planning.

4. In addition to the above, the DDP Records Management Staff is active in many other areas of records management. One of our main efforts, for some months, has been the selection, training, assignment, performance evaluation, promotion opportunity, and career development of records personnel at Headquarters and field installations. We hope to become even more active in the development of records personnel.

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Chief, DDP/Records Management Staff

2 Attachments

A - CS RECORDS PURGE ACTIVITY

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downgrading and
declassification